

SALEM COUNTY SHERIFF'S OFFICE

**SHERIFF
CHARLES M. MILLER**



ENFORCEMENT DIVISION

94 Market Street
Salem, NJ 08079
Phone: 856-935-7510
Fax: 856-935-8880

sheriff.recruiter@salemcountynj.gov

UNDERSHERIFF WARREN K. MABEY

REVISED 01/01/2012

THE SALEM COUNTY SHERIFF'S OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER

The Salem County Sheriff's Office maintains a strong policy of equal employment for all employees and applications for employment. The Salem County Sheriff's Office hires, promotes and compensates employees on the basis of personal competence and potential for advancement without regard for race, color, creed, ancestry, religion, sex, sexual orientation, national origin, age, marital status, disability, citizenship, veteran status, as well as other classifications protected by applicable federal or state laws, unless required by bona fide occupational qualification.

[\(Click Here for Full EEOP\)](#)

MISSION STATEMENT

The Salem County Sheriff's Office will preserve the peace, uphold the constitutionality of the Sheriff's Office, and dedicate itself to the protection of the lives and property of its citizens.

VISION STATEMENT

The Salem County Sheriff's Office takes its place as a professional, respectable, responsible, and effective law enforcement agency. That in conjunction with state, federal and local law enforcement agencies we preserve the public safety, enhance the quality of life enjoyed and deserved by our residents, that we through leadership, strength of character, integrity maintain the highest ethical standard in our efforts to reduce crime in our communities. That we not only respond, but take the fore front in eliminating "fear of crime" in our county.

VALUE STATEMENT

We shall preserve and advance the principles of freedom and democracy. We shall serve the community by preventing crime, enforcing laws, maintaining order, aggressively pursuing offenders and providing educational guidance.

We shall demand excellence, accountability, integrity, vigilance and purpose from ourselves and each other. We shall provide competent, proactive service oriented policing where the protection of human life is paramount, and diversity is strength.

Entry-Level Examinations <http://www.nj.gov/csc/seekers/jobs/safety/>

The Entry-Level Public Safety Examination Process provides candidates with job opportunities in a wide variety of job titles such as: Police Officer, State and County Correction Officer, Sheriff's Officer, Firefighter, and many other public safety related titles.

Law Enforcement: In order to be considered for employment in an entry-level law enforcement position, candidates must pass a written exam called the Law Enforcement Examination (LEE). Those who pass will remain in the eligible pool for two years. The pool of eligible candidates that result from the LEE will be used to fill positions for law enforcement titles in all Civil Service jurisdictions.

NJ Civil Service Commission: <http://www.nj.gov/csc/>

CIVIL SERVICE COMMISSION CONTACT INFORMATION

The Civil Service Commission is located at:

Civil Service Commission Room - First Floor
Station Plaza 3
44 S. Clinton Avenue
Trenton, NJ 08625

The mailing address is:

New Jersey Civil Service Commission
PO Box 312
Trenton, NJ 08625

If you have a question about Civil Service Commission policies, programs or services, please consult our [FAQs section](#). There, we have tried to answer the questions most often asked by employees, employers and the general public. If you do not find the answer to your question in FAQs, please call the Civil Service Commission Information Center at (609) 292-4144 or email us with your [comments or questions](#) and we will be happy to help you.

SHERIFF'S OFFICER ENFORCEMENT DIVISION



STARTING RATE:

2012 \$18.66 PER HOUR

BENEFITS:

- 1. PAID VACATION LEAVE**
- 2. PAID SICK LEAVE**
- 3. PAID ADMINISTRATIVE LEAVE**
- 4. FOURTEEN (14) PAID HOLIDAYS**
- 5. DENTAL PLAN**
- 6. GROUP ACCIDENT INSURANCE**
- 7. HEALTH INSURANCE**
- 8. PRESCRIPTION CO-PAYMENT PLAN**
- 9. \$ 550.00 YEARLY UNIFORM ALLOWANCE**
- 10. DEPARTMENT PROVIDED UNIFORM**

AVAILABLE POSITIONS ENFORCEMENT DIVISION



COURTHOUSE SECURITY SQUAD



WARRANT SQUAD



CIVIL PROCESS SQUAD



TRANSPORTATION SQUAD



K-9 SQUAD



BICYCLE PATROL

Job Specification [03694@](#)

SHERIFF'S OFFICER

DEFINITION

Under direction, performs one or more functions in the following areas: maintaining order and security in the courtroom, serving court processes, criminal identification, ballistics, investigations, apprehension of violators of the law; forensics and other related assignments which may include Emergency Management. As required by the operational needs of the jurisdiction (County), may be assigned to perform other law enforcement or public safety related duties outside the parameters of a courtroom environment, which may include criminal investigations, patrol duties, dispute intervention/resolution, public safety/service assistance, traffic control and enforcement, motor vehicle accidents, etc., and/or other assignments as determined by the appointing authority.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

NOTE: Appointments may be made to positions requiring bilingual skills.

[03695@](#) - Bilingual in Spanish and English

SPECIAL SKILL

Applicants must be able to read, write, speak, understand, or communicate in Spanish and English sufficiently to perform the duties of this position.

EXAMPLES OF WORK:

COURTROOM RELATED DUTIES:

Makes arrangements for the sequestering of juries such as arranging for their lodging, food, and general welfare during trials.

Executes bench warrants when issued by the court in the failure of a witness who has been subpoenaed to appear in court and who has failed to obey said subpoena.

Guards prisoners in a courtroom and subdues, restrains, and physically removes unruly individuals from a courtroom.

Performs the office and field work necessary to serve and execute writs and other legal papers and documents such as court orders, summonses, subpoenas, writs of attachment, writs of replevin, writs of arrest and indictment, and such other documents directed to the Sheriff.

Executes writs requiring the detention of chattels or goods as directed by the court.

Executes complaints directed by the Court.

Collects monies to satisfy legal debts as ordered by the court.

Posts notices of public sales, records daily writs, papers and documents processed, served, and executed.

Serves warrants.

COURT TESTIMONY: PREPARATION AND APPEARANCE

Prepares to testify in court or grand jury by collecting documents, reports and other evidence related to the case, reading all reports and notes, and talking with other officers, supervisors, attorneys, and witnesses, in order to insure accuracy and effectiveness of testimony.

Notifies and/or subpoenas witnesses and victims of crime before scheduled court hearings to insure their availability to testify.

Testifies in court or grand jury proceedings by presenting facts and/or evidence related to the case and by answering attorney's and judge's questions in order to help insure the proper disposition of the case.

MOTOR VEHICLE INVESTIGATION:

Inspects and/or operates devices (lights, brakes, steering, tires, etc.), of vehicles involved in accidents to determine if their operating condition contributed to the cause of the accident.

At the scene of a motor vehicle accident, interviews operators, occupants, and witnesses, using simple interviewing techniques and writing notes of important information in order to help determine how, when, and why the accident occurred.

Explains procedures that motor vehicle operators should follow concerning insurance claims and filing accident forms.

Evaluates statements, facts, and evidence gathered at a motor vehicle accident scene in order to determine if a summons should be issued.

Summons ambulance, wrecker, or other emergency equipment needed at an accident scene.

Ensures accident scene is safe from disturbance.

May assist in removing dead or injured from wrecked and/or overturned vehicles by manually lifting them.

May transport motor vehicle accident victims to the hospital when no other emergency vehicle is available.

Measures the distance from the accident vehicles and markings made by the vehicles to fixed points to determine the exact location, and possible cause of the accident.

Sketches a rough diagram of the accident scene, showing movement of vehicles and pedestrians before and after impact and location of physical evidence in order to record this information for future investigation.

Completes accident report forms in order to officially record the results of the investigation and to provide information to all parties involved.

Transports blood or urine samples of motor vehicle operators to police labs in cases of suspicious auto accidents in order to obtain evidence as to whether the operator was driving under the influence of drugs or narcotics.

TRAFFIC CONTROL AND ENFORCEMENT OF TRAFFIC LAW

Drives patrol car in an unspecified pattern and at varying speeds in order to increase police visibility and to discourage traffic violations and other such occurrences.

Operates radar equipment in patrol unit in order to apprehend traffic violators and/or criminals.

Pursues detected traffic violators and/or criminals, according to legal guidelines.

Interviews or interrogates motor vehicle operators.

Evaluates statements, facts, and evidence to determine if a traffic summons should be issued as a result of an operator's actions.

Warns motor vehicle operators of observed traffic violations by orally informing them of their actions and explaining related provisions of the motor vehicle code, in order to discourage future violations.

Issues traffic summons to observed traffic violators, and explain the violation and procedure for compliance, in order to enforce traffic regulations.

Observes behavior and administers appropriate test (s) to suspected violators in order to determine whether they are under the influence of drugs, narcotics, or alcohol.

INVESTIGATION:

Interviews persons for physical descriptions and information for recording on fingerprint cards, criminal records, alias cards, and other required records.

May take, analyze, index, classify and file fingerprints and other information for investigative purposes and/or processing purposes.

Takes and processes photographs, develops negatives and makes prints and enlargements; makes video recordings with or without audio; photocopies records, documents and the like.

Take photographs of crimes; searches for and lifts latent prints.

Fingerprints dead and partially decomposed bodies for identification purposes.

May assist with the exchange of information between federal, state, county, and municipal law enforcement authorities by receiving, transmitting, and preparing records and reports, using a variety of communication techniques and equipment.

Enters, retrieves, and provides information about persons and vehicles to law enforcement agencies via a computer terminal.

Testifies in court as a subject matter expert.

May take the lead over clerical or other personnel assigned to an identification unit.

Maintains investigative files of identification cards, photographs, criminal records, alias cards, fingerprint records, wanted circulars, modus operandi files, and other similar records.

May examine bullets, bullet fragments, cartridge clips, and other evidence to determine make and caliber of weapon.

Test fires weapons in evidence and compares test bullet with that found at the scene of crime.

Makes microscopic examination of bullets for comparison purposes.

Conducts test firings to ascertain effect of bullet on material hit or the depth of penetration.

Traces ownership of guns.

Attempts to restore obliterated serial numbers.

Repairs defective guns when necessary to test.

Writes reports on tests made.

Maintains records and files.

May operate a motor vehicle for transporting prisoners or other official purposes.

Is responsible for the care, custody, and security of prisoners.

Makes certain that prisoners are properly manacled or otherwise restrained.

Locates and apprehends violators of the law.

Conducts investigations of suspected criminal activities and prepares reports of same.

Participates in raids.

May operate or serve as crew member on a boat, other vessel or aircraft engaged in patrol, law enforcement, emergency management, search and rescue or other official purposes.

May ride a horse in performance of duties.

Conducts special and regular investigations as assigned.

Prepares property report on items to be used as evidence in order to document its existence, characteristics, and availability.

Prepares investigative reports, or supplements for each phase of an investigation in order to provide an official running record of the investigation.

Completes request for examination of evidence forms, including a narrative description of the crime and a check-list of evidence in order to insure a thorough analysis of the evidence.

Collects and preserves evidence and/or various substances and Materials.

Conducts classes and lectures on such matters as the use and abuse of dangerous drugs such as narcotics, forensic topics, or other departmental functions.

Gives talks before various groups on a variety of law enforcement matters.

On assignment, may work with a task force which may require undercover assignments.

Pursues individuals attempting to avoid apprehension.

May assist in the control of crowds at various gatherings or in civil disorder control.

Provides security to persons and/or property at public functions and/or other facilities.

Moves equipment associated with riot control such as tear gas generator, barricades, weapons, ammunition, and so forth, and other materials and supplies.

Operates a variety of communication equipment to provide continuity in communications and proper flow of information between law enforcement and public safety agencies.

Directs flow of vehicular traffic.

Conducts crime scene searches for physical evidence

May conduct search and rescue operations using trained dogs and/or other methods and equipment.

May investigate all areas involving explosives May become certified as a bomb technician through a Federal Agency

May require to be capable of taking x-rays, processing evidence, interpreting x-rays, knowledge of electrical components, and using equipment to defuse an improvised explosive device, or any other explosive element.

May become knowledgeable with all activities involving being a bomb technician

May become knowledgeable involving all areas involving terrorists both international and domestic.

May serve on a Federal Task force

May serve as a working group on a Federal, State, County, or local

May be involved in a Federal, State, County, or Local Special Weapons and Tactics (SWAT) Sheriff's Emergency Response Team (SERT) or related group.

As a member of a SWAT, SERT or related group must become proficient in shooting.

May be involved in all areas of training that will allow for this task to be completed.

ARRESTS

In accord with state statutes, may apprehend or arrest suspected offenders.

Restraints individuals who make or attempt an attack, assault, or an aggressive act against the judge, court personnel, or litigants, and other parties in a courtroom and adjacent areas.

May train and handle dogs used in gaining information concerning a crime, tracking criminal suspects, searching for missing or lost individuals, searching buildings, controlling crowds to prevent death or injury, affecting the arrest or preventing the escape of suspected criminals, locating and detecting evidence, explosives, or accelerants.

Apprehends and subdues suspects by chasing them on foot, or in patrol car or other means and by using physical force and applying handcuffs, if necessary, in order to take suspect into custody and to prevent injury to the officer or others.

Searches the body and clothing of suspects for possible weapons, using visual and physical means in order to insure the safety of the officer and others.

Transports arrested persons to headquarters, or detention facility, using handcuffs and other security measures necessary in order to book them according to proper procedures.

Advises parents of juvenile offenders in custody of procedures relative to the case in order to insure that parents understand their responsibilities.

Refers juvenile cases to the Youth Officer (juvenile department) by submitting known details in order to have the case handled by appropriately trained personnel.

Reads "Constitutional Rights" to suspect and obtains signature from suspect on the written statement of the rights

in order to effect a lawful arrest.

Identifies suspects by inspecting driver's license or similar document (s) in order to assist in determining if suspect has a prior arrest on record.

Completes reports necessary to substantiate an arrest by printing, or typing all required information (including a narrative description) on appropriate forms in order to document an arrest.

Contacts appropriate court authority by telephone in order to determine the amount of bail or bond required to release the accused.

Transports arrested persons according to appropriate criminal code (juvenile, adult, female, etc.) in order to situate detained parties at required locations.

PREPARATION FOR WORK

Attends roll call in proper uniform.

Inspects, maintains and inventories patrol car and assigned Equipment.

Maintains uniforms and all issued equipment.

FIGHTS AND DOMESTIC DISPUTES

Physically intervenes in a dispute or altercation in order to gain control of the situation and maintain order.

Attempts to calm parties involved in a fight situation.

Discusses possible solutions with parties involved in a dispute by referring parties to appropriate services and explaining legal recourse, in order to fully resolve the dispute or prevent its recurrence.

GENERAL PATROL

May train new officers

Patrols throughout assigned area and records patrol activities.

Maintains radio communications with headquarters.

Assesses situations by utilizing information in order to make decisions concerning choice of actions and equipment.

Issues summonses properly.

Facilitates the remediation of miscellaneous hazardous conditions.

Questions suspicious people following legal guidelines

Attempts to disarm threatening persons.

Secures the scene of a crime or emergency.

SERVICE CALLS

Promotes good will by talking with people.

Assists in evacuation of buildings and/or other areas.

May be required to administer the appropriate first aid treatment.

Provides assistance to operators of disabled vehicles.

Blocks suicide attempts.

SUPPORTIVE DUTIES

Processes incoming calls by listening to caller and identifying important information, determining what action to take (i.e., dispatching a patrol car to investigate, or referring caller to another agency) and initiating this action in order to insure an appropriate response.

Dispatches patrol cars via radio by selecting and contacting available units and by transmitting the location and nature of problem to the selected cars in order to respond to incoming calls, or to provide support for primary units.

Maintains log of all incoming calls and radio transmissions by recording information (i.e., time call is received, unit dispatched, unit arrives, unit leaves, and location and nature of emergency) on appropriate forms in order to provide documentation of activities.

Operates computer terminal by entering or reading information on screen in order to transmit, or to receive data from N.C.I.C, S.C.I.C., or other central information source.

Guards prisoners and arrested persons by appropriately positioning self in relation to prisoners, and by using hand-cuffs when necessary in order to prevent escape and to protect the prisoners from harm.

Makes a check of jailed prisoners by touring the facility at regular time intervals, and by making a notation on each cell sheet in order to account for the presence and safety of all prisoners.

May be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

REQUIREMENTS:

EDUCATION:

High School Diploma or equivalent.

AGE:

Minimum of eighteen (18) years of age.

CITIZENSHIP

United States citizenship.

NOTE: At the time of appointment, applicants for this position must submit acceptable proof of meeting the indicated requirements.

SPECIAL QUALIFICATIONS

Appointees will be required to successfully complete an accredited training program mandated by the New Jersey Police Training Commission within 18 months of appointment. Such training includes successful attainment of a

satisfactory level of proficiency in the use of firearms. Appointees to this position must successfully qualify semi-annually in the use of firearms.

NOTE: Appointees to positions in SWAT, SERT or related units must additionally qualify quarterly in the use of all weapons used by the unit.

MEDICAL EXAMINATION

As a prerequisite for appointment, appointees may be required to pass a thorough medical and psychological examination to be administered by the appointing authority. Any psychological, medical, or physical condition or defect which would prevent efficient performance of the duties of the position, cause the appointee to be a hazard to himself/herself or others, or become aggravated as a result of performance of these duties, will be cause for rejection. Appointees may be required to undergo a psychiatric examination prior to appointment. Failure to demonstrate sufficient capacity to perform the duties of this position may be cause for rejection.

LICENSE:

Appointees must possess a driver's license valid in New Jersey.

Appointees may also be required to possess a valid Commercial Driver's License (CDL) and applicable endorsements for the class and type of vehicle being operated.

NOTE: The responsibility for ensuring that employees possess the required motor vehicle license, commensurate with the class and type of vehicles they operate, rests with the Appointing Authority.

Appointees may be required to possess the following:

A valid Motor Boat Operator's license issued by New Jersey
Motor Vehicle Commission

AND

A valid Boating Safety Certificate issued by the New Jersey
State Police

NOTE: An Operator of Uninspected Passenger Vessels License or a Master's License issued by the United States Coast Guard, currently valid for the type and size vessel being operated, may be substituted for the Boating Safety Certificate.

KNOWLEDGE AND ABILITIES:

Knowledge of court practices and procedures, and of the techniques which would be useful in maintaining order and security in the courtroom after a period of training.

Knowledge of the methods likely to be effective in dealing with varied types of persons after a period of training.

Knowledge of human behavior after a period of training.

Knowledge of the laws, regulations, standards, policies, techniques, and procedures used in serving legal papers and documents and in conducting criminal investigations and executing warrants after a period of training.

Knowledge of the methods involved in taking and classifying fingerprints of persons for identification purposes after a period of training.

Knowledge of interviewing and photographing persons for investigations and identifications after a period of training.

Knowledge of the procedures used in ballistic testing and of the proper methods and procedures for gathering and preserving evidence after a period of training.

Ability to understand, remember, and carry out oral and written directions.

Ability to learn quickly from observation, oral and written explanations, and from demonstrations.

Ability to take and maintain a firm and correct stand when controversial matters arise.

Ability to work harmoniously with associates and the public.

Ability to perform varied investigation work.

Ability to serve warrants and processes.

Ability to maintain custody of prisoners.

Ability to make home visits under varying conditions and to talk to varied types of persons.

Ability to analyze identification problems.

Ability to prepare reports and keep records.

Ability to note significant conditions, and take the proper action in accord with prescribed procedures.

Ability to physically subdue and restrain violent individuals.

Ability to lift and move heavy objects.

Ability to run up and/or down stairs under stressful conditions, and to run short sprints and long distances in a minimum amount of time.

Ability to pursue individuals on foot and climb obstacles.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

SALEM COUNTY SHERIFF'S OFFICE

SHERIFF
CHARLES M. MILLER



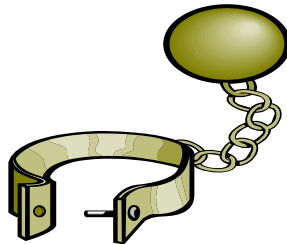
CORRECTIONS DIVISION

125 Cemetery Road
Woodstown, NJ 08098
Phone: 856-769-4300
Fax: 856-769-3578

WARDEN
UNDERSHERIFF RAYMOND C. SKRADZINSKI

DEPUTY WARDEN
UNDERSHERIFF ANTHONY J. WRIGHT

CORRECTIONAL OFFICERS CORRECTIONS DIVISION



STARTING RATE:

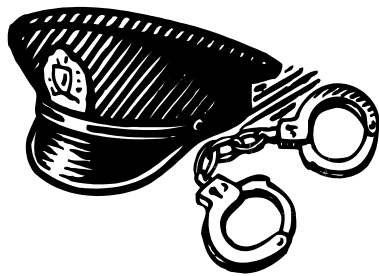
2011 \$15.43 PER HOUR

12-HOUR WORK SHIFTS

BENEFITS:

1. PAID VACATION LEAVE
2. PAID SICK LEAVE
3. PAID ADMINISTRATIVE LEAVE
4. FOURTEEN (14) PAID HOLIDAYS
5. DENTAL PLAN
6. GROUP ACCIDENT INSURANCE
7. HEALTH INSURANCE
8. PRESCRIPTION CO-PAYMENT PLAN
9. \$ 550.00 YEARLY UNIFORM ALLOWANCE
10. DEPARTMENT PROVIDED UNIFORM

AVAILABLE POSITIONS CORRECTIONS DIVISION



1. HOUSING UNIT OFFICER
2. RESPONSE TEAM / ESCORT OFFICER
3. INMATE PROCESSING OFFICER
4. CLASSIFICATION OFFICER
5. KITCHEN OFFICER
6. LAUNDRY OFFICER
7. MAINTENANCE OFFICER
8. RECEPTION OFFICER
9. CENTRAL CONTROL OFFICER
10. SOCIAL REHABILITATION OFFICER

Job Specification [01400](#)

COUNTY CORRECTION OFFICER

DEFINITION

Under supervision during an assigned tour of duty at a correctional facility, guard inmates serving court imposed sentences for the commission of criminal offenses; does other related duties.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

Listens for unusual sounds in cell blocks and elsewhere in the institution such as changes in noise level, calls for help, cries of fire, arguments among inmates, scraping of metal, for example, to maintain security, safety, and welfare of inmates and to react properly in crisis situations.

Constantly observes inmates to detect violations of institutional regulations or any unusual physical appearance or behavior of inmates in various locations throughout the institution such as dining room, farm area, showers, and cell block, and during recreational activities to protect the security, safety, and welfare of inmates.

Detects unusual odors such as marijuana, fires, or alcohol to protect the security, safety, and welfare of inmates.

Keeps continual track of the number of inmates in his/her immediate charge through periodic head counts, and/or records in a log book all movements of inmates to the infirmary, work detail, cell block area, visitation rooms, or other assignments to be aware at all times of the whereabouts of inmates.

Patrols cell block areas, tiers, grounds, and corridors to check for safety/security hazards such as fires, smoke, broken pipes, unlocked doors, and windows/locks that have been tampered with to protect the security, safety, and welfare of inmates and the institution.

Escorts a group of inmates during movements within or outside the institution to prevent disorder or breaches in security.

Physically restrains inmates when necessary to prevent injuries to staff and other inmates and to maintain security.

Learns names and identification numbers and recognizes faces of problem inmates by observing and receiving information from other officers so that such persons can be closely observed; briefs the officer on next shift as to unusual activities, block climate, and inmate status.

Listens to informers and conversations among inmates to obtain information on escape attempts, contraband, gambling, or other security matters; reports information in accord with established policies, regulations, and procedures.

On reporting to work, attends roll call and reads bulletins issued by the department or institution to keep abreast of changes in policies/regulations; receives work assignments.

Directs inmates in housekeeping duties in the cell block area such as sweeping/mopping of floors, making beds, and dusting/vacuuming to maintain sanitary conditions in the resident areas.

Completes short forms such as head counts, bedding inventory, and safety reports to provide routine information.

Prepares concise factual reports describing incidents of misbehavior or violation of rules to provide written documentation for disciplinary hearings.

Searches inmates cells/dormitories in accord with established policies/regulations/procedures to find contraband articles.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

REQUIREMENTS:

EDUCATION:

High School Diploma or equivalent.

AGE:

Minimum of eighteen (18) years of age.

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

CITIZENSHIP

Must be a citizen of the United States.

NOTE: MEDICAL EXAMINATION As a prerequisite for appointment, appointees may be required to pass a thorough medical examination administered by the appointing authority. Any medical or physical condition or defect which would prevent efficient performance of duties of the position, cause the appointee to be a hazard to himself/herself or others, or become aggravated as a result of performance of these duties, will be cause for rejection. Appointees may be required to undergo a psychiatric examination prior to appointment. Failure to demonstrate sufficient capacity to perform duties of this position may be cause for rejection.

NOTE: Appointees will be required to successfully complete a training program approved by the NJ Police Training Commission within the time period prescribed by law or the NJ Police Training Commission.

KNOWLEDGE AND ABILITIES:

Ability to cope with crisis situations.

Ability to follow orders explicitly.

Ability to write concise/accurate reports.

Ability to empathize with persons of different backgrounds.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.